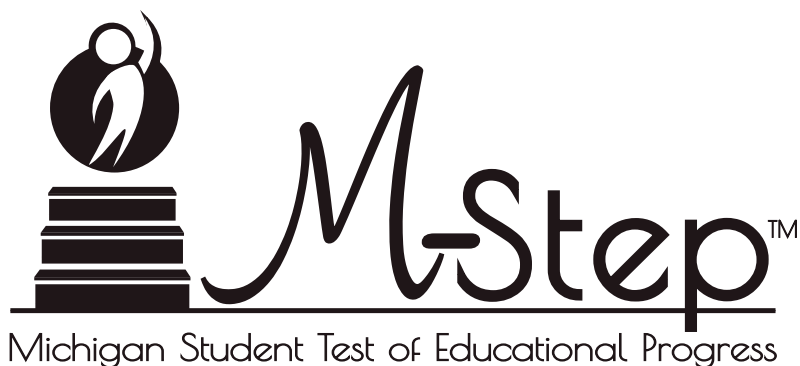




11th



*2017 Paper/Pencil  
Test  
Administration  
Directions*

## Paper/Pencil Test Dates — Grade 11

Grade 11						
April 2017						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
2	3	4	5	6	7	8
9	10	11 SAT	12 ACT WorkKeys	13 M-STEP SCI/SS	14 Makeup SCI/SS	15
16	17	18 Makeup SCIENCE/SOCIAL STUDIES	19	20	21	22
23	24	25 Makeup SAT	26 Makeup ACT WorkKeys	27	28	29
30						

### ***Paper/Pencil Test Session Information***

#### ***Science***

- Science paper/pencil test will include only one part to be completed in one session with no breaks.

#### ***Social Studies***

- Social Studies paper/pencil test will include only one part to be completed in one session with no breaks.

### **Spring 2017, Grade 11 Estimated Test Times (in hours and minutes)**

Science	Part 1	0:50
Social Studies	Part 1	0:50
Total Time Required		1:40

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# PART 1: Introduction

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This manual provides an overview of the M-STEP paper and pencil test administration. Use this document to familiarize yourself with what your students will experience when participating in the M-STEP assessments, how to prepare for the assessment, and general rules for testing. Test Administrators (TAs) and proctors should become familiar with this document well in advance of the first test administration date in order to prepare properly for each administration.

The *M-STEP, MI-Access, and WIDA Student Supports and Accommodations Table* (at [www.michigan.gov/MSTEP](http://www.michigan.gov/MSTEP)) provides guidance regarding specific accessibility resources available for this administration and should be reviewed in advance of the test administration sessions.

## ENSURING TEST SECURITY

The security of the summative assessment instruments and the confidentiality of student information are vital to maintaining the validity, reliability, and fairness of the results.

All test items and test materials are secure and must be appropriately handled. Secure handling protects the integrity, validity, and confidentiality of summative assessment items, prompts, and student information. Any deviation in test administration must be reported as a test security incident to ensure the validity of the test results.

## ***Establishing Appropriate Testing Conditions***

Building Test Coordinators (BCs) and Test Administrators (TAs) will need to work together to determine the most appropriate testing option(s) and testing environment based on the number of students in each testing grade and the estimated time needed to complete each test. Testing students in classroom-sized groups is preferable. Establishing classroom-sized groups reduces test fear and anxiety for the students and facilitates monitoring and control for the TA.

The test administration should be conducted in a secure environment. Establish procedures to maintain a quiet, distraction-free testing environment throughout the test session, recognizing that some students will finish more quickly than others. Students are expected to remain in the testing room until the end of the session. Students may store personal non-content related paper reading material securely off the work surface for use after test materials have been collected. E-readers and other electronic forms of reading materials are not allowed.

Table 1, on pages 2-3, describes security requirements for the test environment during various stages of testing. The test environment refers to all aspects of the testing situation while students are testing and includes what a student can see, hear, or access (including access via technology).

## ***Food, Drink, Snacks***

Students are not allowed to have food, drinks, or snacks on their desk or table during the test. If a student must have any of these items due to medical reasons during the test, the items must be stored away from the test surface (under seats, on the floor, etc.).

**Table 1: Requirements of the Test Environment**

<b>Before Testing</b>	
<b>Requirement</b>	<b>Description</b>
Instructional materials removed or covered	Instructional materials <b>must be removed or covered, including, but not limited to:</b> information that might assist students in answering questions that is displayed on bulletin boards, chalkboards or dry-erase boards, or on charts (e.g., wall charts that contain literary definitions, maps, mathematics formulas, etc.).
Student seating	Students must be seated so there is enough space between them to minimize opportunities to view each other's work, or they should be provided with table-top partitions.
Signage	If helpful, place a "TESTING—DO NOT DISTURB" sign on the door or post signs in halls and entrances rerouting hallway traffic in order to promote optimum testing conditions.
<b>During Testing</b>	
<b>Requirement</b>	<b>Description</b>
Quiet environment	Provide a quiet environment void of talking or other distractions that might interfere with a student's ability to concentrate or might compromise the testing situation.
Student supervision	Students are actively supervised and are prohibited from access to unauthorized electronic devices that allow availability to outside information, communication among students, or photographing or copying test content. This includes any device with cellular, messaging, or wireless capabilities, but is not limited to cell phones, personal digital assistants (PDAs), iPods®, cameras, and electronic translation devices.
Access to allowable resources only	Students must only have access to and use of those allowable resources that are permitted for each specific test (or portion of a test).
Access to assessments	Only students who are testing can view items. Students who are not being tested or unauthorized staff or other adults must not be in the room where a test is being administered. Based on the item type (i.e., performance tasks), trained Test Administrators (TAs) may also have limited exposure to items in the course of properly administering the assessments. However, no test items may be actively reviewed or analyzed by TAs or by other trained staff.
No answer key development	No form or type of answer key may be developed for test items.

**Table 1: Requirements of the Test Environment**

<b>During and After Testing</b>	
<b>Requirement</b>	<b>Description</b>
No access to responses	District Test Coordinators (DCs), Building Test Coordinators (BCs), TAs, and other staff are not permitted to review student responses.
No copies of test materials	No copies of the test items, stimuli, or performance task materials may be made or otherwise retained.
No access to digital, electronic, or manual devices	No digital, electronic, or manual device may be used to record or retain test items or writing prompts. Similarly, these materials must not be discussed with or released to anyone via any media, including fax, email, social media, and websites.
No retaining, discussing, or releasing test materials	Descriptions of test items, stimuli, or writing prompts must not be retained, discussed, or released to anyone.
No reviewing, discussing, or analyzing test materials	DCs, BCs, TAs, and other staff may not review, discuss, or analyze test items, stimuli, or writing prompts at any time, including before, during, or after testing. Student interaction during a test is limited to what is necessary for the purpose of clarifying test directions.
All test materials must remain secure at all times	Test booklets and answer documents, scratch paper, and documents with student information must be kept in a securely locked room or locked cabinet that can be opened only with a key or keycard by staff responsible for test administration.
<b>After Testing</b>	
<b>Requirement</b>	<b>Description</b>
No test materials used for instructions	Test items, stimuli, reading passages, or writing prompts must not be used for instruction.
Destroy test materials securely	Scratch paper must be collected at the end of each test session and then immediately shredded. Once the student completes the performance task, the graph and scratch paper must be collected and securely destroyed to maintain test security.

## Verifying Student Information

TAs should verify student information upon completion of each M-STEP assessment. However, it is important for anyone with access to this information to remember that students' personal information is confidential. If materials containing student names are distributed to students, these materials must be collected before the students leave the testing room and must be either securely stored to be used in a subsequent test session or shredded. Personal information includes any information that could potentially identify a student, including student name, state student identification number, and birthdate.

## Pre-Identification Label Directions

**Before testing,** apply pre-ID labels to the Student Answer Documents.

***Every Student Answer Document must have the correct barcode label affixed before being returned to the scoring contractor.***

**TEST ADMINISTRATOR NOTE:** In addition to applying the pre-ID labels to the Student Answer Documents, the Codes in the Accommodations/ Supports and Report Code sections of the Student Data Grid on the Answer Document cover should be completed by a Test Administrator or Building Coordinator, ONLY. This can be done before or after testing. Follow the directions that begin on page 5 for pre-bubbling specific sections of the Student Data Grid.



# PART 2: Student Data Grid Information and Administration Directions

## Directions for Completing the Student Demographic Page

Use the following information and script to assist students in completing the Student Data Grid on the front cover of each Student Answer Document at the start of EVERY test administration. Repeat these directions and script for all subjects.

Please remember that the script must be followed exactly and used each time a test is administered.

All directions that a TA needs to read to students are indicated by the word “[SAY]” and are in gray boxes so they stand out from the regular text. They should be read exactly as they are written, using a natural tone and manner. (All other information is for the Test Administrator and should not be read to the students.) If the TA makes a mistake in reading a direction, the TA should stop and say, “I made a mistake. Listen again.” Then the direction should be reread.

## Administration Directions for Completing the Student Data Grid

(Follow this script to begin every test administration.)

***The following directions and script must be followed exactly at the beginning of each assessment.***

**NOTE TO ADMINISTRATORS:** Non-personal information the students will be entering on the Student Data Grid at the start of testing may be posted so that all students can see it (e.g., on a whiteboard, smartboard, etc.) prior to the start of test administration. This information can include:

- Teacher Name
- School Name
- District Name (leave blank for non-public schools)
- Reporting Code (optional information)
- Assessment Date (today’s date)
- Form Number\*

*\*Standard forms are Form 1. Emergency forms are Form 2. For all subjects, the Braille forms are Form 88. Note that form numbers always appear on the front cover of the Test Booklet.*

### **WHEN YOU ARE READY TO BEGIN:**

*Distribute test materials to students. Remind students not to open their test booklets until told to do so and to put away all materials that may not be used during the test. Scratch paper is allowed as a universal tool for students who need it. Test booklets are designed to have ample space for note-taking. If used, blank scratch paper must be distributed at the start of each test session or part, collected at the end of each part, and securely returned to the building test coordinator for shredding. Scratch paper must be treated at all times as a secure material.*

*Make sure each student has his or her own Answer Document before the test begins. If a student’s name is misspelled in Box 8, corrections can be made at a later date prior to the return of materials to the scoring contractor. Immediately notify the school M-STEP coordinator, who can help you resolve this problem after the test is completed.*

Please read aloud the directions in gray blocks preceded by the word **[SAY]** for students.

**[SAY]** Do not open your test booklet until told to do so.

During this test, you must turn off and put away all electronic devices, including cell phones and media players like iPods®. The only items you may have on your desk or table are the materials necessary for the test.

All answers must be marked in your answer document using a No. 2 pencil only.

**[SAY]** Make sure that you have a 2017 M-STEP (*insert grade and subject*) Test Booklet.

Write your name on the line labeled "Student Name" on the front cover in your test booklet.

*Pause.*

**[SAY]** Please look at your Answer Document. Please make sure you have **your** own Answer Document. The box in the lower left-hand corner should contain a label with your name and other information.

Raise your hand if your name does not appear in this box or if the label is missing.

**Every Student Answer Document must have the correct barcode label affixed before being returned to the scoring contractor.**

**[SAY]** Please follow these steps to complete the Student Data Grid.

Turn to the front cover of your answer document.

Write your name on the line that says, "Student Name."

Write (*insert teacher name*) on the line that says "Teacher Name."

Write (*insert school name*) on the line that says "School."

Write (*insert district name*) on the line that says "District."

*Non-public schools may leave "District" blank.*

*Pause.*

**[SAY]** Find the section labeled "Birth Date." In the column under "Month," fill in the bubble next to the month in which you were born.

*Pause.*

**[SAY]** In the space labeled "Day," print the digits of the day on which you were born. If there is only one digit in your day of birth, print a zero before the numeral. For example, if your day of birth is the seventh, you would print the digits zero and seven.

**[SAY]** In the two columns below "Day," fill in the bubbles for the digits of the day on which you were born. Fill in only one bubble in each column.

Pause.

**[SAY]** In the space labeled "Year," print the last two digits of the year in which you were born.

In the two columns below "Year," fill in the bubbles for the last two digits of the year in which you were born. Fill in only one bubble in each column.

Pause.

*To ensure accurate student identification, the "Birth Date" section must be completed correctly. Make sure each student has filled in the correct bubbles for the month, day, and year of birth.*

**The section labeled "Reporting Code" is optional. If you choose to use this section, please direct students to find it, enter your Reporting Code, and fill in the corresponding bubbles in the columns below each digit of the Reporting Code.**

**[SAY]** Next, find the section labeled "Assessment Date."

In the first column, fill in the bubble next to the current month.

The next two spaces are for today's date. Write the numbers for today's date in the spaces provided. If there is only one digit in today's date, print a zero before the numeral. For example, if the date is the seventh, you would print the digits zero and seven.

**[SAY]** In the two columns below today's date, fill in the bubbles for the numerals of the date. Fill in only one bubble in each column.

**[SAY]** The year is already filled in for you.

*Pause to allow students to finish.*

**[SAY]** Now find the section labeled "Form." Then check the front cover of your Test Booklet to find the correct form number. Please bubble in that form number.

*Check to make sure all students have bubbled the correct form number. It is critical that the correct form number is bubbled on the answer document in order to ensure the student's test is scored properly.*

*When the students have completed the Student Data Grid, turn to the appropriate page in this document for subject-specific test directions, and continue with test administration.*



# PART 3: General Science Test Administration Information

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This *M-STEP Grade 11 Test Administration Directions* document contains grade-specific test administration procedures and valuable tips and instructions. It is important that test administrators review this entire document before administering the science test.

It is particularly important to understand the difference between helping students understand test directions and helping them with their responses. With the exception of making sure students understand the directions and implementing any approved accommodations, test administrators and proctors **may not give help of any kind** to students during this test. This includes defining or pronouncing words and reading any part of the test aloud to students. These activities are not appropriate and will result in test scores being invalidated.

## Student Participation

All students enrolled in grades 4, 7, and 11 are required to participate in the M-STEP Science Summative Assessment except:

- Students with the most significant cognitive disabilities who meet the criteria for a state-selected or state-developed mathematics alternate assessment based on alternate achievement standards (approximately one percent or fewer of the student population).

## ***Participation of Students with Disabilities and/or English Language Learners***

All students, including students with disabilities, English Language learners (ELs), and ELs with disabilities, should have equal opportunity to participate in the M-STEP Summative Assessments.

## Preparation for the Assessment

Before administering the assessment, make sure that you have the following materials available for students:

- A Test Booklet for each student
- A Student Answer Document for each student
- At least two sharpened No. 2 pencils per student
- Blank scratch paper is optional for students who require it. Please note, there is ample room in the test booklet for problem-solving and note-taking activities. If used, a fresh, blank piece of scratch paper is required for each part of the test.

Test Administrators will need the following:

- A copy of these Test Administration Directions
- Spare sharpened No. 2 pencils (recommended)

## General Rules for the Paper/Pencil Assessment

Test booklets, used answer documents, used scratch paper, and accommodated versions of the test are secure materials that must be carefully monitored. These materials must be kept in **locked** storage while in schools. Students may write in their test booklets. If used, scratch paper must be collected upon completion of each part and immediately returned to the building test coordinator for shredding. Any materials or resources not listed above are not allowed unless specified as an assessment accommodation.

Students are **not** allowed to use dictionaries or other reference materials during any part of this test.

## Testing Times

The “Spring 2017 Estimated Test Times” table on the inside front cover contains the estimated times it will take most students to complete the M-STEP paper/pencil test. This information is for scheduling purposes only, as the **assessments are not timed**.

Estimated test times do not include the following:

- time traveling to and from the testing room
- time to distribute and collect test booklets, answer documents and scratch paper if used
- time to complete the first page (demographic page) of the answer document
- time to review paper/pencil test directions and sample items with students

The test is **untimed** and student-paced. Students **must** be given as much time as needed during the same continuous session to complete each section of this test. Arrangements should be made before testing begins for any student who may need additional time to complete a part of the test.

# PART 4: Administering the M-STEP Science Summative Assessment

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*You must follow the Student Data Grid Administration directions and script, on page 5, and have students complete that process before administering this subject-specific assessment. Once the Student Data Grid steps are finished you may proceed to administer this assessment using the following directions and script:*

## Directions for M-STEP Grade 11 Science Test

**[SAY]** During this test, I can help you understand the directions, but I cannot give you any help on test items or questions. Except for the directions, I cannot define or pronounce words or read any part of the test to you.

Turn to page 2 in your answer document.

Open your test booklet to page 3.

**[SAY]** Read the directions silently as I read them aloud.

### **DIRECTIONS:**

This test has fifty-four multiple-choice questions that will help you demonstrate your understanding of science. Some questions may include a graph, table, or other science-related information. Use that information along with what you already know to answer the questions.

You must mark all of your answers on your **Answer Document** with a No. 2 pencil. You may underline, circle, or write in this test booklet to help you, but nothing marked in the test booklet will be scored.

**[SAY]** Mark only one answer for each question. Completely fill in the corresponding circle on your **Answer Document**. If you erase an answer, be sure to erase it completely. Remember that if you skip a question in the test booklet, you also need to skip the answer space for that question on the **Answer Document**. If you are not sure of an answer, mark your **best** choice.

A Periodic Table of the Elements has been provided for your reference on the next page.

A **STOP** sign will indicate that you have reached the end of the test. If you finish early, you may go back and check your work. Be sure you have answered every question.

Wait to turn the page until you are told to do so.

*This is the end of the directions contained in the student test booklet. Continue with,*

**[SAY]** If you do not understand any of these directions, please raise your hand.

*Answer any questions the students have regarding the directions.*

**[SAY]** You may turn the page in your test booklet and begin.

*When all or most of the students have completed this part,*

**[SAY]** We are going to stop now. If you have not finished this part of the test, arrangements will be made for you to continue working either in this room or in another room.

Please put all test materials down and close your test booklets. Remain quietly in your seats until all materials are collected.

*Collect all materials, including scratch paper, from each student individually. Do not have students pass materials to the end of a row or aisle. Students may not be dismissed until it is verified that all test materials have been returned.*

***Please refer to the "After Testing" chapter on page 17 for specific instructions about assembly and return of materials.***



# PART 5: General Social Studies Test Administration Information

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This *M-STEP Grade 11 Test Administration Directions* document contains grade-specific test administration procedures and valuable tips and instructions. It is important that test administrators review this entire document before administering the social studies test.

It is particularly important to understand the difference between helping students understand test directions and helping them with their responses. With the exception of making sure students understand the directions and implementing any approved accommodations, test administrators and proctors **may not give help of any kind** to students during this test. This includes defining or pronouncing words and reading any part of the test aloud to students. These activities are not appropriate and will result in test scores being invalidated.

## Student Participation

All students enrolled in grades 5, 8, and 11 are required to participate in the M-STEP Social Studies Summative Assessment except:

- Students with the most significant cognitive disabilities who meet the criteria for a state-selected or state-developed mathematics alternate assessment based on alternate achievement standards (approximately one percent or fewer of the student population).

## ***Participation of Students with Disabilities and/or English Language Learners***

All students, including students with disabilities, English Language learners (ELs), and ELs with disabilities, should have equal opportunity to participate in the M-STEP Summative Assessments.

## Preparation for the Assessment

Before administering the assessment, make sure that you have the following materials available for students:

- A Test Booklet for each student
- A Student Answer Document for each student
- At least two sharpened No. 2 pencils per student
- Blank scratch paper is optional for students who require it. Please note, there is ample room in the test booklet for problem-solving and note-taking activities. If used, a fresh, blank piece of scratch paper is required for each part of the test.

Test Administrators will need the following:

- A copy of these Test Administration Directions
- Spare sharpened No. 2 pencils (recommended)

## General Rules for the Paper/Pencil Assessment

Test booklets, used answer documents, used scratch paper, and accommodated versions of the test are secure materials that must be carefully monitored. These materials must be kept in **locked** storage while in schools. Students may write in their test booklets. If used, scratch paper must be collected upon completion of each part and immediately returned to the building test coordinator for shredding. Any materials or resources not listed above are not allowed unless specified as an assessment accommodation.

Students are **not** allowed to use dictionaries or other reference materials during any part of this test.

## Testing Times

The “Spring 2017 Estimated Test Times” table on the inside front cover contains the estimated times it will take most students to complete the M-STEP paper/pencil test. This information is for scheduling purposes only, as the **assessments are not timed**.

Estimated test times do not include the following:

- time traveling to and from the testing room
- time to distribute and collect test booklets, answer documents and scratch paper if used
- time to complete the first page (demographic page) of the answer document
- time to review paper/pencil test directions and sample items with students

The test is **untimed** and student-paced. Students **must** be given as much time as needed during the same continuous session to complete each section of this test. Arrangements should be made before testing begins for any student who may need additional time to complete a part of the test.

# PART 6: Administering the M-STEP Social Studies Summative Assessment

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*You must follow the Student Data Grid Administration directions and script, on page 5, and have students complete that process before administering this subject-specific assessment. Once the Student Data Grid steps are finished you may proceed to administer this assessment using the following directions and script:*

## Directions for M-STEP Grade 11 Social Studies Test

**[SAY]** During this test, I can help you understand the directions, but I cannot give you any help on test items or questions. Except for the directions, I cannot define or pronounce words or read any part of the test to you.

Turn to page 2 in your answer document.

Open your test booklet to page 3.

**[SAY]** Read the directions silently as I read them aloud.

### **DIRECTIONS:**

This test has fifty-four multiple-choice questions that will help you demonstrate your understanding of social studies. Some questions may include a map, chart, table, or other social studies-related information. Use that information along with what you already know to answer the questions.

You must mark all of your answers on your **Answer Document** with a No. 2 pencil. You may underline, circle, or write in this test booklet to help you, but nothing marked in the test booklet will be scored.

**[SAY]** Mark only one answer for each question. Completely fill in the corresponding circle on your **Answer Document**. If you erase an answer, be sure to erase it completely. Remember that if you skip a question in the test booklet, you also need to skip the answer space for that question on the **Answer Document**. If you are not sure of an answer, mark your **best** choice.

A **STOP** sign will indicate that you have reached the end of the test. If you finish early, you may go back and check your work. Be sure you have answered every question.

Wait to turn the page until you are told to do so.

*This is the end of the directions contained in the student test booklet. Continue with,*

**[SAY]** If you do not understand any of these directions, please raise your hand.

*Answer any questions the students have regarding the directions.*

**[SAY]** You may turn the page in your test booklet and begin.



*When all or most of the students have completed this part,*

**[SAY]** We are going to stop now. If you have not finished this part of the test, arrangements will be made for you to continue working either in this room or in another room.

Please put all test materials down and close your test booklets. Remain quietly in your seats until all materials are collected.

*Collect all materials, including scratch paper, from each student individually. Do not have students pass materials to the end of a row or aisle. Students may not be dismissed until it is verified that all test materials have been returned.*

***Please refer to the "After Testing" chapter on page 17 for specific instructions about assembly and return of materials.***

# PART 7: After Testing

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## Assemble Materials for Return

After testing has been completed, prepare materials to be returned to the Building Test Coordinator.

Check to make sure that all Student Answer Documents have been removed from inside the test booklets. In addition, make sure that no scratch paper was left inside the answer documents. Remove any extraneous material.

Only one answer document per student/content area may be submitted. If multiple answer documents for any student are identified, please ensure that all responses are transcribed into a single answer document.

Make sure that responses for students taking the Braille version of the test have been transferred to standard answer documents with Form 88 bubbled on the front.

## Checklist for Test Administrators

1. Remember to affix the student bar code label, complete the requested information on the front of each Student Answer Document, and return all Test Booklets and Answer Documents to the Building Test Coordinator.
2. Bundle all unused materials together and return them to your Building Test Coordinator.
3. Bundle together all of the scratch paper, and any L1 Glossary Reference Sheets and return to the Building Test Coordinator. This material is to be securely handled and destroyed. Do **NOT** dispose of the scratch paper or glossaries by placing it in the trash. This material must be securely destroyed.







***M-STEP 2017 Paper/Pencil  
Summative Assessment  
Administration Directions***

*Office of Standards and Assessment (OSA)  
Phone: 1-877-560-8378  
Website: [www.michigan.gov/baa](http://www.michigan.gov/baa)  
Email: [baa@michigan.gov](mailto:baa@michigan.gov)*